



Instructional Council Bylaws

NAME

Instructional Council of Lower Columbia College

AUTHORITY

The Instructional Council is a standing committee of the department of Instruction.

MISSION STATEMENT

Review and inform policy on instructional issues by providing meaningful input.

1. Serve as a resource to instructional departments regarding Instructional Council processes, activities, recommendations, discussions and decisions.
2. Facilitate, monitor, and coordinate communication exchange with various committees, task forces, and groups that are a part of Instruction.
3. Develop an annual Work Plan to review:
 - a. Instructional policies & procedures
 - b. College Catalog
 - c. Instructional Web Pages
4. Provide input and take action as needed regarding college priorities
5. Review data relevant to program & instructional activities
 - a. Monitoring reports
 - b. Program reviews
 - c. Other

MEMBERSHIP

The Instructional Council shall consist of:

Voting Members:

1. The Vice President for Instruction.
2. The department chair of each instructional department.
3. All instructional deans.
4. A student representative appointed by the student government.

Non-Voting Members

1. Student Services representative.
2. E-learning representative.

CHAIRPERSON

1. The Vice President for Instruction chairs the committee.
2. In the absence of the Vice President a dean shall serve as chairperson.

DUTIES OF VICE PRESIDENT FOR INSTRUCTION

1. Convene and chair the meetings of the Council.
2. Prepare and distribute the agenda for the meetings after input from department chairs and deans on agenda items.

3. Forward Council recommendations as appropriate.
4. Call electronic meetings as needed for immediate action.

RULES OF PROCEDURE

1. *The Standard Code of Parliamentary Procedure, 4th ed.* by Alice Sturgis governs parliamentary procedure.
2. Additional Lower Columbia College established rules and procedures as applicable.
3. The term of membership for department chairs is for three academic years.
4. The term of membership for the student is one academic year.
5. The academic year is fall, winter and spring quarters.

VOTING

1. All voting members of the Council receive one vote.
2. A quorum consists of 51 percent of the members.
3. For voting, a simple majority of the members present is required to take an action.
4. The Council shall vote on all items requiring action.

MEETINGS

1. Council meets at least monthly during the fall, winter and spring academic quarters. No meetings are called during summer quarter.
2. The Vice President conducts the meetings. In the Vice President's absence a dean will be designated to chair the meeting.

SECRETARY

1. Designated as the Executive Assistant to the Vice President for Instruction.
2. Publishes the approved agenda before the meeting.
3. Notifies members of meeting dates and arranges meeting place.
4. Takes minutes during the meeting and publishes them to the Vice President, all department chairs, Associated Student Representative and instructional deans.
5. Posts the minutes on the Instructional Council intranet website.

RECORDS

The Executive Assistant for the Instructional Council:

1. Maintains the records of all meetings.
2. Posts the minutes on the college internal website.
3. Keeps the minutes of the Instructional Council for five years.
4. Maintains the permanent committee archive file.

Authority

Effective